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73-2559

THE WHITE HOUSE
WASHINGTON

June 19, 1973

MEMORANDUM FOR: CHAIRMAN
DEPARTMENTAL REVIEW COMMITTEE

FROM: RICHARD C. TUFARO *RT*

SUBJECT: MISCELLANEOUS CLASSIFICATION
MATTERS

The Interagency Classification Review Committee is presently preparing a brochure explaining the procedures whereby a member of the public can request mandatory declassification review of a classified document 10 or more years old pursuant to Executive Order 11652. In this connection, the Committee proposes to include the departmental and agency offices to which such declassification requests should be addressed.

It would be appreciated if you could review the attached list of addresses and determine whether the address indicated for your department is accurate and so advise this office.

In reviewing the Quarterly Report of Mandatory Declassification Review Requests for the period January 1 to March 31 of this year, I have discovered that the last paragraph in the description of the report was inadvertently omitted. The complete description and Standard Form 321 will appear in a handbook on classified information which will be published at a later date by the Interagency Committee. It may be useful to you to have the following interim instructions in the event you are experiencing any problems in carrying items over from one report to another. //

Accordingly, please add the following new paragraph at the end of page 7 of the description of the report of mandatory declassification review requests:

Step 3: When a report form is started for the new quarter, enter all carry-over items that are iden-

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tified by an asterisk in the last column of the previous report showing all applicable columnar data. Assign letters from the alphabet as item numbers for the carry-over items to distinguish them from requests received during the new quarter.

For your convenience, a corrected version of this report is enclosed with a reduced copy of Standard Form 321. (*detached*)